

## INSTRUCTIONS ON MAKING PROPER RECORD REFERENCES

11th Cir. R. 28-4, References to the Record, provides that “References to the record in a brief shall be to volume number (if available), document number, and page number. A reference may (but need not) contain the full or abbreviated name of a document.”

Record references to pleadings and other court papers may be made by referring to the volume number (if available), document number, and page number within the document. Volume numbers (if available) and document numbers (which are sequential and entered near the left margin) are shown on the district court docket sheet. If any of the document numbers are circled, only those documents which have circled numbers are included in the record sent to the court of appeals. If no document numbers are circled, all filings bearing document numbers are included in the record sent to the court of appeals. For example:

If volume numbers *are* available, the reference R4-9-6 indicates:

R	4	-	9	-	6
Record	Volume		Document		Page
Reference	Number		Number		Number

If volume numbers are not available, the reference should be to the Document Number and the Page Number. For example, Doc 47 - Pg 5 indicates Document Number 47, Page 5.

If the district court docket sheet indicates that the court *has* assigned volume numbers to transcripts, record references to transcripts may be cited by referring to the volume number assigned by the court and written in the margin next to the docket entry filing the transcript, and the page number. For example, the reference R8-32 indicates:

R	8	-	32
Record	Volume		Page
Reference	Number		Number

[NOTE: DO NOT REFER TO TRANSCRIPTS BY THE VOLUME NUMBER WHICH WAS ASSIGNED BY THE COURT REPORTER. Only use the volume number assigned by the court and written in the margin next to the docket entry filing the transcript. Transcript volume numbers usually follow in sequence after the final volume of pleadings and other court papers, and are numbered in chronological order by date of hearing.]

If volume numbers have not yet been assigned to transcripts by the court, record references to transcripts should be to the document number and page number. For example, Doc 83 - Pg 65 indicates Document Number 83 (a transcript), Page 65.

Use the designation SR preceded by the supplement number when referencing a Supplemental Record (e.g., 1SR, 2SR, etc.).